



Federal Correctional Institution
Sandstone, MN 55072

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Institution Supplement

I. PURPOSE AND SCOPE. Inmates are encouraged to receive visits by family, friends and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This Institutional Supplement is an outline of procedures and guidelines at FCI Sandstone, Minnesota, for inmate visits.

II. DIRECTIVES AFFECTED.

A. **Reference(s).** P.S. 5267.06, Visiting Regulations, dated 05-17-1999, P.S. 5510.09, Searching, Detaining or Arresting Persons Other Than Inmates, dated 03-06-1998; P.S. 1315.07, Legal Activities, Inmates, dated 11-5-1999; P.S. 5360.07, Religious Beliefs and Practices, dated 08-25-1997; and P.S. 5500.11, Correctional Services Manual, dated 10-10-2003.

B. **Cancellation(s).** I.S. 5267.05C, dated 01-30-2002, is canceled.

III. STANDARDS REFERENCED.

American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446, 3-4256, 3-4257, 3-4261, 3-4262, 3-4263, 3-4264, 3-4447, 3-4265, 3-4200, 3-4454 through 3-4463.

IV. PROCEDURES.

A. **Regular Visit:** An inmate desiring to have regular visitors must submit a list of proposed visitors to his

Unit Team. (Attachment A) The list will be limited to twenty (20) adult visitors (16 years and older). The Correctional Counselor will compile a visitors list for each inmate after receiving a response to Visitor Information form (BP-S629).

The Unit Manager will be the approving authority for placement of visitors on the visiting list. The inmate has the responsibility of notifying the visitors on his approved list. The inmate must have known the proposed visitor prior to incarceration. The warden must approve any exception to this requirement.

A visitor will be permitted to be placed on one inmate's visiting list. The exception may be in cases of family members who are both incarcerated at FCI Sandstone. Approval will be considered upon individual cases with supported documentation.

Correctional Counselors will provide new inmates with a copy of Attachment A. The inmate will list his family members and attorney of record. A Visitor Information form (BP-S629) will be sent to prospective visitors other than immediate family members and the inmate's Attorney of Record. This form and an NCIC check must be completed prior to approval being granted. Unit Teams are responsible for entering visiting information on the ACES Program which is then accessed by Front Lobby staff, as necessary, to process in visitors. If the prospective visitor has a law enforcement record, the Unit Manager, after consultation with the Associate Warden of Programs will determine if the prospective visitor will be allowed to visit.

Correctional Counselors will notify inmates of their approved and disapproved visitors. Upon approval of each visitor staff will provide the inmate with a copy of the visiting regulations. The inmate is responsible for notifying the visitor of approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting regulations.

- B. **Attorney Visits:** Attorneys will be required to provide proper identification prior to the visit. Proper identification includes, but is not limited to, a driver's license and attorney's bar card. Attorneys

will be required to indicate they are licensed attorneys. Normally, a State Bar Association Card will be sufficient. A Notification to Visitor and Attorney-Client Agreement forms, will be completed prior to visiting the inmate.

Approved attorney/inmate visits will be afforded auditory privacy and will not be scheduled during normal visiting days. Approved attorney visits will not be counted toward the monthly total of visits. Attorney visits held during normal visiting hours will not be counted as attorney visits and will be counted as a normal visit.

Attorneys are requested to notify the institution prior to arriving for an attorney visit. Unit staff will provide supervision for attorney visits. Attorney visits will be held in the Visiting Room.

Inmates will not be permitted to carry any paperwork/item back into the institution at the conclusion of the visit. Only paperwork which pertains to the inmate's immediate case will be permitted into the visit.

- C. **Special Visits:** The Unit Manager or Institution Duty Officer (IDO) may authorize special visits (Attachment C). These are unscheduled visits, not included in the inmate's visiting list. They include clergy, potential employers, parole advisors, immediate family not included on the visiting list, etc. Special visits will not be counted in the authorized monthly visit total, the exception being family members. Special visit authorizations, whenever possible, will be routed through the Captain's Office. When not possible, the Lieutenant's Office will be notified.
- D. **Religious Visits:** Under normal circumstances, outside religious visitors will observe normal visiting days. Visiting will normally take place in the Visiting Room, unless the Chaplain deems it necessary for clergymen and inmate(s) to visit privately. When visiting privately, outside religious visitors will be supervised by the Chaplain, and accommodations will be made for visitation in the Chapel.

Approval of religious visitors rests with the Chaplains. If the Chaplains are not present in the institution, then paragraph 3 (c) of this Institution Supplement will be followed.

Clergy visits will be considered special visits under normal circumstances. These special religious visits do not count against the allocated number of social visits permitted each inmate.

- E. **Special Housing Unit Inmate Visits:** The Operations Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) receives a visit. Prior to leaving SHU, the inmate will be strip searched, fully dressed in a jumpsuit, and placed in restraints. The inmate will be removed from SHU through the north exit after the corridor door to the hallway has been secured. The restraints will be removed from the inmate just prior to entering the Visiting Room (entrance by the Control Center). When removing the inmate from the Visiting Room, the inmate will be strip searched, the corridor door will again be secured. Restraints will be applied once out of the Visiting Room and the inmate will be escorted back to SHU through the north exit of SHU. SHU inmates will be placed in chairs adjacent to the officer's desk in the Visiting Room and these inmates will not be allowed to visit with any other inmates or visitors. Only two SHU inmates will be allowed in the Visiting Room at any given time. If visitors arrive to visit a third SHU inmate, the SHU inmate who has been visiting the longest will have his visit terminated to allow for the next visit to occur. Inmates in holdover status must follow procedures listed above in all previous sections. Additionally, holdover inmate visitors will be limited to members of their immediate family.

F. **Visiting Room Operations:**

1. Authorized visiting days are Sunday, Monday, Saturday, and Federal Holidays, 8:30 a.m. to 3:30 p.m. No visitors will be allowed in to visit after 2:30 p.m. Legal holidays are New Year's Day, Martin Luther King's birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Visiting on Federal Holidays will

not count toward the monthly visiting total.

2. Inmates are limited to eight (8) visits a month. Visits are limited to six (6) visitors at any one time unless prior approval is obtained.

Should it become necessary to limit the length of visits due to over crowding, visiting may be limited to two (2) hours. When such curtailment becomes necessary, consideration will be given to the frequency of visits, number of visitors and distance traveled when determining which visits will be curtailed.

Once a visitor leaves the institution, the visit is terminated for that day.

3. Visitors must be on the inmate's authorized visiting list. Visitors should have a picture identification or have identification that will positively identify them, to the satisfaction of the visiting room officer. The visitor will be required to complete a Notification to Visitors form (BPs-224) in its entirety prior to visiting. The visitor will be given a copy of the Rules and Regulations (Attachment B) at the time of their initial visit. These rules are made available so that inmates may also mail them to their visitors ahead of time.

Upon the first visit of a visitor that is on the approved visiting list of an inmate, the Visitor Information Card (VIC) (Attachment D) will be filled out in its entirety. A photo will also be taken of the visitor and placed on this form. Any visitor that is 16 years and older, and is on the inmate's approved visiting list, will be required to have this card filled out. The VIC will be present in the inmate's visiting file. Upon being notified the visitor is in the Front Lobby, the Visiting Room Officer will proceed to the Front Lobby, obtain the inmate's VIC, and escort the visitor into the Visiting Room. All proper identification and entrance procedures will be followed. The VIC will then be maintained by the Visiting Room Officer as to indicate the visitors admittance. Prior to the visitor leaving, after

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the visitor has departed, the card will be placed back in the inmate's visiting file in the Front Lobby. The visitor will be identified using the VIC and the day's hand stamp.

This card is to aid the Visiting Room Officer in the proper identification of visitors present in the Visiting Room. If the visitor undergoes a drastic change in appearance, a new photo will be taken and placed on the card.

Title 18 U.S.C. 1001, provides a penalty of up to five (5) years imprisonment, or up to a \$250,000.00 fine, or both, for falsifying, misrepresenting, or concealing information needed to properly establish identification.

Visitors will be hand stamped prior to entering the Visiting Room. They will be required to show the hand stamp. The hand stamp will be in invisible ink and the stamp will be changed daily. The hand stamp will be checked using a black light.

Visitors will not be permitted to take purses, briefcases, or any type of carrying case inside the Visiting Room. Playing cards, toys, newspapers, magazines, chewing gum, food items, or other such items will not be permitted. Any document or paper needing a signature or examination by the inmate must be mailed into the inmate. Unauthorized items will be stored in the visitor's locked vehicle or in a storage locker.

The only exceptions will be attorney's briefcases and visitors with babies, who will be allowed to carry a reasonable amount of diapers, baby wipes and bottles/food. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and bottles will be carried in hand or in a clear plastic bag. Visitors should carry no more than one (approximately 5 X 8) change purse, preferably clear plastic. No more than \$20.00 in coin and currency will be permitted in the Visiting Room. Currency will be of denominations no larger than a

\$20.00 bill. When medication is necessary, the required amount may be kept by the Visiting Room Officer, except cardiac medication, which may be kept by the visitor or inmate.

4. Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, mini skirts, short culottes, halter tops, spandex clothing, or other apparel revealing in nature are prohibited (i.e., tight pants). Proper undergarments must be worn. Knee length shorts may be worn. The Lieutenant or IDO will determine if a visitor is improperly dressed.
5. Inmates receiving visits are required to wear clean khaki clothes which are neatly pressed. A belt must be worn and shirts are to be buttoned and tucked in. Inmates are required to wear underwear. All clothing must be serviceable, free of cuts or tears. Institutional shoes are the only footwear authorized in the Visiting Room. No thongs, shower shoes, athletic shoes or slippers may be worn without authorization of the hospital. The inmate may have in his possession one (1) handkerchief, one (1) wedding ring, one (1) comb and one (1) pair prescription glasses. Inmates will not be permitted to carry money into or out of the Visiting Room.

Approved religious head gear and medals may be worn in the Visiting Room. Inmates will be pat searched entering the Visiting Room. When leaving the Visiting Room, inmates will be strip searched.

6. Smoking is not permitted in the Visiting Room. This rule is strictly enforced.
7. Children (under 18 years of age) must be accompanied by a responsible adult. The conduct of the child visitor will be the responsibility of the inmate and adult visitor. Conduct of children must not interfere with the orderly running of the Visiting Room or other inmate visits. Inmates will be expected to pick up after themselves, including paper, cans and trash. Inmates will not be permitted into the children's play area.

8. Conduct in the Visiting Room will be maintained at a respectable level. Embracing and a kiss upon arrival and departure are permissible, however, physical contact, other than what is sociably acceptable, is prohibited.
Unacceptable behavior will be cause for termination of the visit and an Incident Report may be processed on the inmate. Examples of inappropriate behavior are: Crossing legs with each other, kissing other than at the start or finish of the visit, fondling and lying on the furniture. It is the inmate's responsibility to control the actions of his visitors. Special seating arrangements will be required if conduct by either the inmate or visitor is questionable.
9. Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the Operations Lieutenant. They may terminate any visit for reason of improper conduct by the inmate or his visitor on the date it occurred. Normally an incident report will be completed by the Visiting Room Officer detailing the prohibited act.
10. Inmate restroom facilities are located in the Visiting Room and are clearly marked. Use of the restroom requires direct staff supervision.
11. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose. No animals will be left unattended in a vehicle.
12. Staff will ensure monitoring is conducted in all visiting areas to prevent the introduction of contraband and ensure the security and good order of the institution. Specific details can be found in the relevant Post Orders.
13. In determining the length and frequency of visits, the institution will consider the time and administrative expense incidental to arranging and supervising visits.

The need for monitoring other institutional

activities without unnecessary or extended interference will be considered, in addition to the physical limitations of the visiting room. Visits may be terminated or denied based on the safe occupancy load in the visiting room itself.

G. Out of Institution Visits:

1. **Hospital Patients:** Inmates admitted to local hospitals are limited to visits with their immediate family members who are also on their approved visiting list. Prior to visiting the inmate, permission of the Unit Team, Hospital Administrator, Captain and Associate Warden (Programs) must be obtained. Hospital visiting hours and policies must be followed. An approved visiting list will be left at the hospital. Visiting in the inmate's hospital room will be limited to one (1) adult visitor at a time.

The Unit Team will provide a current copy of the visiting file to be placed in the escort folder. The Unit Manager will advise all parties of all potential visiting plans, including name(s), relationship, and expected date and time of the visit. The Associate Warden (Programs), after being briefed by the respective Unit Manager, will give final approval.

Normal visiting procedures will be followed. Supervising officers will ensure positive identification of visitors and supervision of the visit. Any unusual circumstances or disruptive behavior will be reported to the hospital security and the Operations Lieutenant immediately. The supervising officers are authorized to terminate a visit if the situation warrants. Documentation of the visit will be made in the hospital log.

Inmates in a community hospital who are being supervised by armed escort must have the visit approved by the Warden.

Inmates will not be permitted to use the telephone.

Inmates will be confined to their assigned

hospital rooms at all times, except when it is necessary to be moved for medical reasons. The assigned staff will accompany the inmate to all areas of the hospital and provide **direct** supervision at all times.

H. **Denial of Visitors:** If a visitor arrives at the institution and is not on an inmate's approved visiting list, the Unit Team will be called. A review of the inmate's central file will be conducted. If any questions exist as to the background of the visitor, the visit will be denied. The Operations Lieutenant and IDO will be contacted prior to a visit being denied. Other reasons for denying a visit include, but are not limited to: no identification or improper identification, an underage visitor without a parent or guardian, a visitor improperly dressed or a visitor appearing to be intoxicated.

I. **Searching Visitors:** Staff may require a visitor to submit to a personal search, including items of personal property, as a condition of allowing or continuing a visit prior to going through the front entrance sallyport by the Visiting Room Officer. Any personal items carried in the Visiting Room may be inspected by the Visiting Room Officer. If a pat search is deemed necessary, it must be authorized by the Warden, or in the Warden's absence, the Administrative Duty Officer (ADO). Visitors must be given the opportunity to leave the institution in lieu of a search, unless there is cause to detain or arrest.

V. VIDEO SURVEILLANCE. Video surveillance equipment is in place in the Visiting Room and will be used to assist the officers with supervision of the Visiting Room. Illegal or inappropriate conduct in the Visiting Room may result in legal or disciplinary action.

VI. PHOTOGRAPHS. Photographs will be taken by an approved inmate photographer. Photographs will be taken on Saturdays, Sundays and holidays between the hours of 12:00 p.m. and 2:00 p.m. Inmates will submit a copout to Recreation staff for prior approval. Any request for photographs are to be made through the Visiting Room Officer prior to 12:00 p.m. Tickets will be purchased through the Commissary and must be signed and dated for the day of use by the inmate.

VII. RELIGIOUS ARTICLES. Religious books, periodicals, and other articles (i.e., communion items) may not be brought in by visiting clergy.

VIII. CIRCUMVENTION OF REGULATIONS. In the event an infraction of the Visiting Room regulations takes place, the visit will be terminated by the Operations Lieutenant or IDO. The Operations Lieutenant or IDO will inform the inmate and his visitor(s) that the visit has been terminated and the visitor is to leave the institution. Termination of a visit will be documented via memorandum and routed to the Captain's office, and the central file. Any disciplinary action resulting from incidents in the Visiting Room will be documented in the inmate's visiting file.

IX. OFFICE OF PRIMARY INTEREST. Correctional Services.

/s/
Lisa J.W. Hollingsworth, Warden

VISITING LIST REQUEST

Name: _____ Reg. No.: _____

List below your mother, father, step-parents, foster parents, all sisters and brothers, half-brothers and half-sisters, then your wife and children, ex-wife and children. **PLEASE LIST THEM ALL.** If you want them approved for visiting, write "YES" in the Visit column. In addition to your immediate family (parents, sisters, your wife and children), you may have other family and friends (and their spouses) on your list of approved visitors. Keep in mind that such relatives as aunts, uncles, and cousins are not considered as immediate family. Indicate as visitors only those people who will be visiting you at this institution.

RELATION	NAME	AGE	ADDRESS	VISIT
EXAMPLE: PARENTS	MARY/JOHN DOE	49 54	100 MAIN, ANY TOWN USA ZIP	

IF MORE SPACE IS NEEDED, CONTINUE ON THE OTHER SIDE OF THIS SHEET.

ALL ATTORNEY LEGAL VISITS ARE TO BE COORDINATED THROUGH THE UNIT TEAM.

ATTORNEY OF RECORD: NAME _____

PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

IN THE EVENT YOUR ATTORNEY OF RECORD CHANGES, NOTIFY YOUR UNIT TEAM.

Federal Correctional Institution
Sandstone, Minnesota

VISITING ROOM RULES AND REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Visits are permitted from 8:30 a.m. to 3:30 p.m., Saturday, Sunday, Monday, and Federal holidays. Visitors will not be processed into the institution to visit before 8:30 a.m. or after 2:30 p.m.
2. Visitor's parking is located on the east end of the main parking lot. Visitors are not permitted to park next to the fence and are prohibited from talking to inmates on the recreation yard.
3. An inmate's immediate family: mother, father, step parents, brothers, sisters, wife and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. The number of visitors on an inmate's approved list will be limited to 20. The maximum number of persons who may visit an inmate at one time is six (6), which includes children. Visitors under the age of 16 must be accompanied by a responsible adult. Each adult visitor, age 16 and older, will be required to provide proof of their identity. Visitors should have a picture identification or have identification which will positively identify them to the satisfaction of the Front Lobby Officer. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (Title 18, U.S. Code, Section 1791) and is punishable by imprisonment and/or fine.
4. Smoking is not permitted in the Visiting Room and smoking materials will not be permitted to be brought into the Visiting Room.
5. On Saturday, Sunday, and legal holidays, there will be a 10:00 a.m. count. Visitors will be allowed to enter the Visiting Room until 9:30 a.m. Visitors arriving after 9:30 a.m. will not be allowed to visit and asked to leave the Institution property until after the 10:00 a.m. count clears, which is approximately 10:30 a.m. If the visitor leaves the Visiting Room for any reason, the visit will be terminated. When overcrowding conditions exist, visits may be terminated, first for local visitors who are able to visit frequently and next for those who have visited for the longest time. Visiting may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor.
6. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.

7. Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while in the Visiting Room only.
8. Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, mini skirts, short culottes, flip-flops, shower shoes, halter tops, spandex clothing, sleeveless blouses or shirts, or any other apparel revealing in nature are prohibited (i.e. tight pants). Proper undergarments must be worn. Knee length shorts may be worn. The Lieutenant or Duty Officer will determine if a visitor is improperly dressed.
9. Visitors must maintain complete control of their children while in the Visiting Room or on institution property. For the convenience of visitors, a children's room has been established which has various children's movies. (No food or drinks are allowed in the children's TV Room).
10. We do not permit cellular phones, cameras or recording equipment in the Visiting Room. Documents or papers may not be brought in to be examined or signed by inmates without the prior approval of a member of the inmate's Unit Team. Lockers are provided for safekeeping for purses, diaper bags, cellular phones, etc. which are not permitted in the Visiting Room. (All cellular phones must be turned off while in the Institution).
11. A visitor suspected of attempting to introduce contraband can be subject to a detailed search of his/her person and/or property.
12. No one is permitted to wait in the parking lot or remain on the grounds during the institution count or waiting for persons visiting.

Please contact the Visiting Room Officer or Front Lobby Officer if you have any questions about visiting regulations.

TRAVEL INFORMATION

The Federal Correctional Institution, Sandstone Minnesota, is located 90 miles north of Minneapolis, Minnesota and 70 miles south of Duluth, Minnesota.

FCI Sandstone is located three miles Southeast of Sandstone, off State Highway 123. Upon approaching the institution, the visitor will stop at the red light, located on the entrance road, and follow instructions posted. The red light is located on the right side of the entrance drive. There is no public transportation to and from the institution. The nearest airports are Duluth (70 miles) and Minneapolis/St. Paul Airport (90 miles).

LOCAL PUBLIC TRANSPORTATION

Airlines: All major airlines fly into both Minneapolis and Duluth.

Taxicabs: There are no local Taxicab companies.

UNITED STATES GOVERNMENT MEMORANDUM
FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
SANDSTONE, MINNESOTA 55072

DATE:

REPLY TO

ATTN OF :Unit Staff: _____

SUBJECT:Special Visit Authorization

TO:Visiting Room Officer

Inmate _____, Reg. No., _____

is authorized a special visit for (Month/Day/Time)_____

with _____ for reason(s) listed below

_____ Attorney
_____ Family
_____ Pre-release
_____ Other

Explanation:

Unit Manager Review/Approval: _____

cc: Central File

Visiting Room

Control Room

Receptionist

Lieutenant's Office

VISITOR INFORMATION CARD
FEDERAL CORRECTIONAL INSTITUTION
SANDSTONE, MINNESOTA

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE

PHONE NO: _____
PLACE () AREA
CODE

PHOTO
INMATE: _____
LAST FIRST

HERE
INMATE'S NO: _____

IDENTIFICATION NO: _____

EXPIRATION DATE: _____

PICTURE ID TYPE: _____

RELATIONSHIP W/INMATE: _____

Any False Information Provided on this Card will Constitute Revocation of Visiting Privileges.

VISITORS SIGNATURE

